

INSTRUCTION SHEET -- TABLE I

1. Professional personnel should be stated in one-man full-time equivalents. Fractional figures may be presented. Purely administrative personnel and staff personnel (e.g., requirements and control staffs) should be excluded. The effective date of this report will be 1 January 1958; however, it is believed that in most cases the required data can be pulled together before that date.

2. Professional personnel making important contributions to economic intelligence should be included to the extent of their contribution. For example, if four professionals in the Army Transportation Corps devoted above 1/4 of their time to intelligence support, only one man full-time would be listed. It is understood that many judgment factors will be applied to these estimates, and it is suggested that footnotes be used to explain the number of nonintelligence personnel included in the individual figures presented. It is expected, for example, that professional personnel in such groups as Army Signal Corps, Army Map Service, Army Transportation Corps, and ATIC will be reported.

3. Professional personnel engaged on external research contracts should be included. It is understood that figures for these personnel will often be rough estimates, and it is requested that these be included in the "contract" column and that footnotes be used to explain the number of such personnel listed. If it is not convenient to list these figures opposite the detailed headings in the stub (e.g., agriculture), they may be included opposite the major headings (e.g., Economic Services).

4. Efforts should be made to eliminate duplication in reporting. For example, personnel listed under the USSR column should not be included again under the Sino-Soviet Bloc column. This column is reserved for personnel who cover the entire Bloc or whose work shifts from USSR to European Satellites to Communist China in such a way that it is impossible to allocate their time among these three areas. Similarly the caption non-Bloc is to include those personnel covering more than one Free World area.

5. It is recognized that professional personnel in a given area of specialization often undertake work related to, or in support of, other fields. In this table, however, include opposite appropriate captions in the stub only those personnel directly concerned with the subject matter indicated. For example, opposite the caption, "Economic Defense Support," include only those personnel directly assigned to work on this subject. Professional personnel in other categories providing support to economic defense programs would not be included.